



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

Title of Position: Assistant to the Accreditation Manager (Part Time)

Reports To: Accreditation Manager

Responsibilities and Duties

1. Works with the Accreditation Manager to complete assigned tasks for the accreditation process.
2. Must have extensive knowledge involving various compilations of accreditation requirements.
3. Researches and prepare documentation procedures and protocols.
4. Liaison between Township Police Department and other agencies.
5. Knowledge of the New Jersey State Chief's Association accreditation process/procedure.
6. Knowledge of accreditation assessment procedure.
7. Perform other duties as assigned.

Qualifications

Ten (10) years business experience in either the public or private sector, computer literacy, ability to maintain confidentiality and work under pressure. Ten (10) years in law enforcement.

Work Hours: Flexible - Part time hourly position not to exceed 19 hours per week

PT Hourly: Hourly Rate to be determined

It interested, please fill out an application available on our website at www.bridgewaternj.gov, under "Employment Opportunities" with a resume and email to: www.personnel@bridgewaternj.gov.

Posting Date: 7/28/2015

Closing Date: 8/4/2015

An EEO Employer M/F/H/V